



TRANSFER OPPORTUNITY **FOR STATE EMPLOYEES**



OFFICE TECHNICIAN (TYPING)

Salary Range: \$2510-\$3050

CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS BOARD

IS SEEKING A PERSON LOOKING FOR CHALLENGING AND INTERESTING WORK IN A SMALL ORGANIZATION THAT PROVIDES A SAFE AND HEALTHFUL WORKPLACE FOR CALIFORNIA WORKERS.

DUTIES: Under the general direction of the Hearing Officer for variance related work and supervision of the Staff Services Manager I, the Office Technician is responsible for performing the following duties with minimum supervision and a high degree of accuracy:

- Dockets applications for variances; maintains case logs to show the status of variances; follows up on status of reports, due dates and other activities assigned to the technical staff; schedules variance hearings; prepares and serves documents on all parties to the variance proceedings; communicates with variance participants, as needed; establishes and maintains variance files. Types and prepares correspondence, proposed decisions, reports, and statistical summaries.
- Prepares and maintains mailing lists and materials to be mailed to the general public, other state agencies, advisory committees, and Standards Board members. Maintains various databases.
- Assists the clerical support unit with overflow work including filing and typing technical rulemaking documents and general correspondence.
- Receives and screens phone calls and refers to appropriate staff. Provides information in response to inquiries from Board Members, staff, and other interested parties about the Standards Board's activities, variance procedures, and status of pending rulemaking actions.

DESIRABLE QUALIFICATIONS:

Ability to work independently under pressure to meet deadlines, and exercise good judgement and initiative. Ability to organize and prioritize work assignments and communicate effectively in writing and by telephone. Good attendance and punctuality. Comprehensive knowledge of Microsoft Word, Excel and Access is highly desirable.

WHO SHOULD APPLY:

Applications will be accepted from State employees currently at the Office Technician level or with promotional or transfer eligibility to this class. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATION TO:

**Occupational Safety and Health Standards Board
2520 Venture Oaks Way, Suite 350
Sacramento, CA 95833
Attention: Marley Hart
Telephone: (916) 274-5721**

FINAL FILING DATE: March 30, 2006 or until filled.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.